



Commanding Officer  
United States Coast Guard Integrated  
Support Command Honolulu

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12451

From: Commanding Officer, CG Integrated Support Command Honolulu  
To: Mrs. Jan Iha

Subj: CIVILIAN OF THE QUARTER

1. I am pleased to recognize you as ISC Honolulu's Civilian of the Quarter for the first quarter of fiscal year 99. During this time, you displayed superb leadership, professionalism, and customer support as a Contracting Officer. You exemplified ISC Honolulu's mission and goal of Premier Pacific Support.

2. As a Contracting Officer, you exercised integrity above reproach. You consistently process procurement requests within the guidelines established by law and Commandant Policy and can be relied upon even in the most unusual, emergency situations. Particularly during the holiday season, when one of the Contracting Officers was out on extended leave, you assumed duties above and beyond your assigned workload. During the quarter, you processed 32 Military Interdepartmental Procurement Requests totaling in excess of \$400,000, 8 Government Printing Orders, 20 Maintenance Service Agreements and 44 Procurement Requests. Your thorough research in the processing of the Military Interdepartmental Procurement Requests resulted in saving the Coast Guard approximately \$10,300. You also supported the POLAR SEA during their brief inport time in Honolulu at the onset of Deep Freeze '99 by processing requests for tug, sewage and water pumping, trash dumpsters, safe repair, and carpet cleaning. You have consistently aided the Port Services Branch by providing homeported and visiting cutters similar support.

3. In addition to your procurement duties, you assisted the Chief of Contracting Office in disseminating credit card accounting to the 14<sup>th</sup> District cardholders. You also provided expert procurement guidance and research information to both Air Station Barbers Point and the 14<sup>th</sup> District Planning Division on Base Realignment and Closure issues.

4. You are consistently courteous, pleasant and cooperative, and have a unique gift of dealing with your customers. Your performance beyond expectations has resulted in many notes of appreciation.

5. As the Civilian of the Quarter, you will receive a \$200 On-the-Spot Cash Award, your name will be added to the perpetual Civilian of the Quarter Plaque in ISC's Administrative Building, and you will receive four hours administrative leave. Congratulations, Jan, on a job very well done.

C. M. KELLY